



## *Red Cliff Band of Lake Superior Chippewa Indians*

88455 Pike Road

Bayfield, WI 54814

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Email: [redcliff@redcliff-nsn.gov](mailto:redcliff@redcliff-nsn.gov)

### **JOB DESCRIPTION**

**POSITION:** General Ledger Accountant

**LOCATION:** Red Cliff Finance Office

**SALARY:** \$25.00-\$27.00/hour, Plus Benefits

**SUPERVISOR(S):** Chief Financial Officer

### **THIS IS A REGULAR FULL-TIME NON EXEMPT POSITION**

**JOB SUMMARY:** This position is responsible for maintaining the financial information and records of the Red Cliff Tribe including but not limited to maintaining the general ledger and its subsidiary ledgers and all other financial reporting. This position is responsible for general daily monitoring, reconciliation, reporting and fiscal oversight of an assigned group of funds/grants. Supervisory responsibilities are a component of this position.

### **DUTIES AND RESPONSIBILITIES:**

1. Maintains the general ledger, to include preparing, posting and approving journal entries.
2. Reconciles GL accounts and maintains documentation on a monthly basis.
3. Understands how the various subsystems interface with the general ledger.
4. Verifies subsystem ledgers and corrects errors with those responsible for subsidiary.
5. Works with those responsible for subsidiary ledger to streamline procedures and create audit trail for GL transactions (wire transfers and non-AR transactions).
6. Responsible for recurring month end duties to include; accruals, reversals, inventory entries, prepaid entries and pension entries.
7. Review and ensure proper back-up for all GL Balance Sheet Accounts.
8. Assists auditors during annual audit, ensuring the accuracy and documentation of all financial information.
9. Coordinates completion and delivery of interdepartmental audit needs (inventories program audit).
10. Will be responsible for financial oversight of programs as assigned by the Chief Financial Officer.

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11. Develop, verify and maintain reports for individual programs with assigned group using MIP and SAGE accounting software.
12. Provide financial technical assistance to programs within assigned group of funds and grants.
13. Complete all financial reporting for funds and grants within assigned group.
14. Responsible for completing revenue draws, completing financial forms and draw request forms.
15. Works closely with Grants & Contracts Specialist to ensure budgets in MIP are entered correctly.
16. Maintain a high degree of confidentiality.
17. Participate in departmental continuous improvement team activities.
18. Provide information to the Chief Financial Officer and Tribal Treasurer as required.
19. Submit financial reports to funding agencies as required.
20. Attend staff and other meetings, in-services and events.
21. Participate in training activities to enhance knowledge of team skills and systems functionality.
22. Assist the Chief Financial Officer as needed.
23. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

**SUPERVISORY DUTIES AND RESPONSIBILITIES:**

1. Provide guidance and technical assistance to supervised personnel in the performance of their duties and responsibilities.
2. Ensure supervised personnel are completing their assigned tasks as required of the job duties and responsibilities and as assigned by the Chief Financial Officer.
3. Ensure all supervised personnel's required contract/grant financial reports are properly completed and submitted to the Grants & Contracts Specialist within the established deadlines.
4. Ensure all required internal financial status reports are properly completed and distributed to the appropriate personnel within the established deadlines.
5. Ensure professional communications between the supervised personnel and their assigned divisions and departments.
6. Promote and encourage active teamwork and cooperation between the supervised personnel and with other employees, divisions and departments within the organization.
7. Notify the Chief Financial Officer of any supervised personnel conflicts and assist in their resolution, as directed.
8. Work in cooperation with the Grants & Contracts Specialist to ensure all grant and contract information is reflected accurately in the financials reports.
9. Work in cooperation with the Grants & Contracts Specialist to ensure all grant and contract information requested by outside regulatory funding agencies is assembled and made available for distribution to the requesting agency within the required deadline.
10. The supervisory duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the Chief Financial Officer.

**SUPERVISORY AUTHORITY:** Special Revenue Accountant, Special Revenue Accountant II, Payroll/Special Revenue Accountant, Bookkeeper II and Accounting Clerk

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**KNOWLEDGE:** Must be knowledgeable in PC based software as mandated by industry standards as well as the corporate vendor platform, currently Sage MIP. Knowledge of operating various office machines and equipment.

**QUALIFICATIONS:**

1. B.S. in Accounting or Associate's Degree highly preferred, **OR** 5+ years of relevant work experience required to be considered for the position.
2. Experience: Grants & Contracts – General Ledger – MIP accounting software
3. Must be able to meet deadlines and work under pressure.
4. Must possess good oral and writing skills, and be able to communicate with employees.
5. Must possess strong analytical, numerical, reasoning and decision making abilities.
6. Must be able to operate office equipment as required by job duties.
7. Must have a valid driver's license, vehicle and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment. Be eligible to be put on the tribe's vehicle insurance policy.

**PERSONAL CONTACTS:** Daily contact with vendors, funding agencies, and other Tribal program staff.

**PHYSICAL REQUIREMENTS:** The duties assigned to this position involve bending, stooping, lifting, and carrying. Items may be placed on overhead storage. Weights to be carried are usually less than 50 pounds.

**WORK ENVIRONMENT:** Red Cliff Finance Office. Work setting must be maintained as a clean, nonsmoking, well-ventilated area in compliance with all applicable safety regulations. All Tribal Buildings are smoke free.

**TRAVEL REQUIREMENTS:** The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally.

**Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.**

**BEHAVIOR AND ATTITUDE:** The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any Behavior or Attitude that tarnishes the Image or Name of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

**APPLICATION SUBMITTAL REQUIREMENTS:** The following items are required for this position:

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1. Completed Tribal Application, to include work history and references; available on the tribal website.
2. Tribal Background Investigation Disclosure; available on the tribal website.
3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable.

**This job description is subject to change at employer's discretion, after consultation with the employee.**

**POSTED:** December 6, 2018  
**DEADLINE:** Open until filled

**FOR FURTHER INFORMATION CONTACT:**

**Red Cliff Tribe**  
**Human Resources Department**  
**88455 Pike Road**  
**Bayfield, WI 54814**  
[www.redcliff-nsn.gov](http://www.redcliff-nsn.gov)  
[ashley.poch@redcliff-nsn.gov](mailto:ashley.poch@redcliff-nsn.gov)  
[diane.cooley@redcliff-nsn.gov](mailto:diane.cooley@redcliff-nsn.gov)

**(715) 779-3700 ext. 4268 or 4267**

**THE RED CLIFF TRIBAL COUNCIL HAS A DRUG FREE WORK PLACE POLICY AND ADHERES TO THE INTENT OF THE DRUG FREE WORK PLACE ACT. ALL NEW HIRES ARE SUBJECT TO A DRUG TEST PRIOR TO STARTING.**

**ALL APPLICANTS FOR EMPLOYMENT WITH THE RED CLIFF TRIBE ARE SUBJECTED TO THE BACKGROUND INVESTIGATION AND OTHER REQUIREMENTS OF RCCL CHAPTER 43, AND THAT YOU ARE UNDER A CONTINUING OBLIGATION TO SUPPLEMENT THIS APPLICATION FOR EMPLOYMENT WITH INFORMATION CONCERNING ANY CONVICTIONS THAT OCCUR AFTER COMMENCEMENT OF EMPLOYMENT WITH THE TRIBE.**

**EMPLOYEE BENEFITS PACKAGE**

**THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:**

1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.
2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.
3. Short Term Disability is offered to all employees at no cost and pays 60 % of weekly pay for a maximum of 90 days if you get sick or injured off the job.
4. Life insurance of \$15,000 is included at no cost to all employees. Spouses are covered at \$7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.

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5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee's wages into the Profit Sharing Plan.
6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.
7. The Tribe observes a total of 11 paid holidays.